

PROPOSED CIA SAFETY PROGRAM

**A. GENERAL STATEMENT**

1. Pursuant to a memorandum from the President requesting the establishment of a specific affirmative policy on the reduction of accidents and the thorough indoctrination therein of all officers and employees, a Safety Committee has been appointed to develop, implement and constantly check a comprehensive and adequate Safety Program for CIA.

**B. PERTINENT FEATURES**

1. In consonance with the above policy it has been determined by the Safety Committee that the following major functions are necessary to accomplish a satisfactory Safety Program.

- a. The promulgation of comprehensive and adequate rules and regulations covering safety practices and conditions for all CIA operations and areas.
- b. The conduct of safety training and educational programs and the employment of technical consultants, within security bounds, when needed.
- c. The accurate recording and reporting of all accidents and the reporting of medical treatments given as a result, not only of accidents but also of improper working conditions; and the prompt investigation of all lost time accidents.
- d. The designation of direct responsibility to specific individuals for proper safety practices and conditions in all buildings and areas.
- e. The continuing surveillance of safety practices and conditions by Inspectors with authority to enforce observance of rules and regulations.
- f. The continuing survey and evaluation of the effectiveness of the program with appropriate remedial or corrective actions.

**C. DESIGNATION OF RESPONSIBILITIES** In order to effect the operation of the Safety Program as visualized, using the existing organizational structure of CIA without establishing a new and separate safety organization, the following designations of functions and responsibilities are directed. The preparation and publication of rules and regulations will be accomplished as soon as possible after the approval of this Program by the Executives, and all other prescribed operations will be commenced at the time the safety rules and regulations are published.

1. Safety Committee

a. The Committee will recommend broad policy on safety and effect its implementation by designations of functions and responsibilities as outlined below.

b. It will constantly check the effectiveness of the approved Safety Program by reviewing periodic reports of accident statistics, reports of lost time accident investigations, investigations of unsatisfactory or unsafe conditions, and reports of surveys evaluating the Safety Program.

c. It will recommend to the Executive changes in the Safety Program as needed.

2. Physical Security Branch/I&S

a. The Chief, Physical Security Branch/I&S, or his designee, is hereby appointed as Principal Safety Officer with the responsibility for direction and coordination of the safety activities set forth hereunder.

b. The Principal Safety Officer will be responsible to the Safety Committee in discharging his responsibilities.

c. In coordination with and assisted by the CIA Surgeon and the Chief, General Services Branch, Administrative Staff, prepare and submit for approval and publication by the Executive safety rules and regulations, as approved by the Safety Committee, such as, but not necessarily limited to, the following; and keep such rules and regulations current through amendments and revision as necessary:

- (1) Office Areas
- (2) Warehouses
- (3) Cargo Packing
- (4) Carpentry Shop
- (5) Typewriter Repair Shop
- (6) Transportation Branch
  - (a) Motor Pool
  - (b) Garage
  - (c) Shuttle Buses
- (7) Reproduction Branch
- (8) Grounds and Parking Areas
- (9) Technical Laboratories and installations, etc.

d. Exercise general supervision over safety practices and conditions in all CIA areas through continuing surveillance by Physical Security Inspectors making periodic specific reports of observations; and exercise general supervision over Area Safety Officers (appointed by Assistant Directors and Staff Chiefs) in all areas, with responsibility

for adequate observance of safety rules. Inspectors will make immediate reports of all unsafe practices or conditions which are not readily corrected. The services of PBA Guards will be used to the fullest extent in enforcing safety rules and reporting unsafe practices and conditions.

e. Employ technical safety consultants, within security bounds, when necessary to advise with respect to unsafe practices or conditions in CIA.

f. Maintain necessary coordination with General Services Branch, The Public Buildings Administration, local fire departments and any other appropriate organizations to insure satisfactory safety practices and conditions as appropriate in buildings and areas.

g. Make immediate investigations and submit reports to the Safety Committee on all lost time accidents, and investigate and report promptly on the safety aspects of all accidents resulting in serious damage to Government property or claims against the Government.

h. Receive reports of accidents resulting in personal injury and/or property damage as follows:

(1) Copy of CIA Surgeon reports of injuries reported under Administrative Instruction No. [REDACTED] STATINTL

(2) Copy of CIA Surgeon monthly statistical report of injuries treated resulting from accidents within the Agency.

(3) Copies of reports of investigation of personal injury or property damage as conducted by the Inspection and Security Staff and/or the Audit Group, Administrative Staff.

i. Review reports received from sources stated above, direct appropriate corrective action when indicated under the prescribed safety rules and regulations, or refer to the Safety Committee those conditions which are not subject to correction under the proscribed safety rules and regulations.

j. Conduct safety training and educational programs, through lectures, movies, drills, and poster campaigns as appropriate to promote safe practices.

k. Submit consolidated quarterly reports to the Safety Committee Incorporating accident experience records such as number of accidents, nature of accidents, areas concerned, frequency rate, severity rate, time lost, etc., for the current year; the previous year; and the average experience of similar operations in other establishments when available; also narrative statements reflecting reports received during the period of work performed, accomplishments toward improved safety practices and conditions, and unsafe practices or conditions which have not been or cannot be corrected, nature and cost of property damaged by accidents, etc.

3. All Assistant Directors and Staff Chiefs

- a. Appoint a responsible individual as Area Safety Officer for the building or area occupied and assign him the direct responsibility for the application and observance of safety rules and regulations in the area or building concerned.
- b. The Area Safety Officer will be responsible for taking action to correct unsatisfactory safety practices or conditions. He will report to the Physical Security Branch/IAS any substantial corrective measures accomplished by him. When unsatisfactory safety practices or unsafe condition are not corrective by him he will promptly report them to the Physical Security Branch/IAS or the General Services Branch/Administrative Staff, respectively.
- c. The Area Safety Officer will report immediately by telephone to Physical Security Branch/IAS all lost time or probable lost time accidents, and all accidents causing serious property damage, so that prompt safety investigations may be made.

4. General Services Branch/Administrative Staff

- a. Exercise general surveillance over physical conditions of buildings and areas as they affect safety and take necessary action directly or with PBA to effect correction, report promptly to the Physical Security Branch, Inspection and Security Staff, all unsafe conditions which cannot be corrected within his authority.

5. CIA Surgeon/Administrative Staff

- a. Establish adequate first aid facilities and services for all offices and areas of CIA.
- b. Furnish immediately to the Physical Security Branch/IAS a copy of report of the treatment of any lost time or probable lost time accident.
- c. Maintain records of all treatments concerned with accidents or unsatisfactory working conditions, for the inspection of the Physical Security Branch, Inspection and Security Staff.
- d. Maintain general surveillance over working conditions where health might be affected and report adverse conditions to the General Services Branch for action.

6. Property Survey Board

- a. Pursuant to the President's concern about the economic aspects of damage and destruction of government property and claims against the government, and because property damage is closely related to safety practices, it is appropriate that the Safety Committee be

apprised of all such damages. To that end the Property Survey Board will furnish the Physical Security Branch/IAS a summary statistical report after each meeting showing the number of property damage accidents and claims against the government, the items damaged and the cost thereof as considered by the Property Survey Board. These statistical summaries will include the serious damage accidents which will have been reported by the Area Safety Officers at the time of concurrence, will be used by the Physical Security Branch/IAS for indications by minor accidents of unsafe practices, and will be included in its quarterly report to the Safety Committee for its information on the trend of property damage control.

7. Inspection Division/IAS

a. On a continuing basis survey and evaluate the safety program and make appropriate recommendations to the Safety Committee to insure the continued effectiveness of the program.